

### Production Services LOTO Procedures

<b>Equipment</b>	<b>LEDCO Laminator</b>		
<b>Location</b>	<b>Building 197B, Room 1-96</b>	<b>Date</b>	<b>3/1/2005</b>

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the LEDCO Laminator. The laminator uses an electric motor, mechanical devices, and a heating element in the laminating process. The electrical shutoff is mounted on the cabinet directly under the laminator if LOTO is needed.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
  - a) Caution must be taken while working around heated surfaces. Ample time must be given to allow heated surfaces to cool.
  - b) Machine adjustments may have to be made while the laminator is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
  - c) Lockout the electrical shutoff located on the cabinet directly below the laminator for all other adjustments, maintenance, and service.